

**U.S. Department of Energy**  
**Washington, D.C.**

**PAGE CHANGE**

DOE M 231.1-1 Chg 1

11-07-96

**SUBJECT: ENVIRONMENT, SAFETY AND HEALTH REPORTING MANUAL**

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1. PURPOSE. To transmit revised pages to DOE M 231.1-1, ENVIRONMENT, SAFETY AND HEALTH REPORTING MANUAL, dated 9-30-95.
2. EXPLANATION OF CHANGE. To provide clarification to existing requirements.
3. FILING INSTRUCTIONS.

a.	<u>Remove Pages</u>	<u>Dated</u>	<u>Insert Pages</u>	<u>Dated</u>
	I-1 (and I-2)	9-30-95	I-1	11-07-96
	II-1	9-30-95	II-1	11-07-96
	II-2	9-30-95	II-2	9-30-95

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- b. After filing the attached pages, this transmittal may be discarded.

BY ORDER OF THE SECRETARY OF ENERGY:



ARCHER L. DURHAM  
Assistant Secretary for  
Human Resources and Administration

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Distribution:  
All Departmental Elements

Initiated by:  
Office of Environment, Safety  
and Health

## CHAPTER I

### REPORTING OF ENVIRONMENTAL PROTECTION INFORMATION

#### 1. ANNUAL SITE ENVIRONMENTAL REPORT

- a. Each DOE Field Element manager and director shall prepare an integrated Annual Environmental Report for each calendar year. It shall present summary environmental data so as to:
  - (1) Characterize site environmental management performance including data on effluent releases, environmental monitoring, and estimates of radiological doses to the public associated with releases of radioactive material for DOE sites;
  - (2) Summarize any environmental occurrences and responses made thereto that were reported during the calendar year;
  - (3) Confirm compliance with environmental standards and requirements; and
  - (4) Highlight significant programs and efforts, including environmental performance indicators and/or performance measures programs. The breadth and detail of this reporting should reflect the size and extent of any such programs at a particular site.
- b. An information copy of the Annual Site Environmental Report shall be submitted to the Assistant Secretary for Environment, Safety and Health by 10-1 of the following year. The first Annual Site Environmental Report developed under DOE O 231.1 shall be for calendar year 1996 and shall be due 10-1-97.
- c. The Office of Environmental Policy and Assistance (EH-41) will continue to issue annual guidance to all DOE Headquarters and Field Elements regarding the preparation of the Annual Site Environmental Reports.

#### 2. NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) REPORTING Cognizant Secretarial Officers and Field Element managers and directors, for matters under their Offices' purview, shall accomplish the following:

- a. Report annually on the progress in implementing, and the effectiveness of, any mitigation essential to render the impacts of a proposed action not significant or that is made in a record of decision. The mitigation report may be submitted on the anniversary of a mitigation action plan or in a combined report (for example, as part of the annual NEPA planning summary) for multiple plans until mitigation is completed; this report shall be submitted to the Office of NEPA Policy and Assistance.
- b. Submit an annual National Environmental Policy Act planning summary to the Assistant Secretary for Environment, Safety and Health by 1-31 of each year and make it available to the public. DOE O 451.1, NATIONAL ENVIRONMENTAL POLICY ACT COMPLIANCE PROGRAM, of 9-11-95, describes the contents of the annual planning summary.

Vertical line denotes change.

## CHAPTER II

### REPORTING OF OCCUPATIONAL SAFETY AND HEALTH INFORMATION

1. ANNUAL REPORT TO THE SECRETARY OF ENERGY. The Assistant Secretary for Environment, Safety and Health shall submit an annual report to the Secretary describing the status and adequacy of DOE and contractor performance of their occupational safety and health responsibilities.
2. DOE ELEMENTS AND DOE CONTRACTOR ACCIDENT RECORDKEEPING AND REPORTING.
  - a. Work-Related Fatalities, Injuries, and Illnesses--Federal Employee OSH Program The Assistant Secretary for Human Resources and Administration (HR-1) (for Headquarters) and other DOE elements shall record and report occupational fatalities, injuries, and illnesses occurring among their employees arising out of work primarily performed at DOE-owned or -leased facilities. HR-1 (for Headquarters) and other DOE elements shall comply with the recordkeeping and reporting requirements contained in Title 29, Code of Federal Regulations (CFR), Part 1960, Subpart I, and guidance provided in the latest edition of Department of Labor publication "Recordkeeping and Reporting Guidelines for Federal Agencies," OSHA 2014, revised 1986.
    - (1) The "Log and Summary of Occupational Injuries and Illnesses," Occupational Safety and Health Administration (OSHA) No. 200, (Appendix A) shall be used in lieu of the "Record or Log of Occupational Injuries and Illnesses," to log and summarize all occupational injuries and illnesses occurring to Federal employees.
    - (2) DOE F 5484.3, "Individual Accident/Incident Report," (Appendix B) shall be used in lieu of the "Supplementary Record of Occupational Injuries and Illnesses" (OSHA No. 101) to record and report work-related injuries and illnesses. Forms shall be submitted in accordance with paragraph 2e, below.
  - b. Work-Related Fatalities, Injuries, and Illnesses--Contractor Employee OSH Program
    - (1) Contractors shall record, in accordance with 29 CFR 1904.2 through 1904.5, 1904.11, 1904.12, 1904.14, and 1904.21, occupational fatalities, injuries, and illnesses occurring among their employees arising out of work primarily performed at DOE-owned or -leased facilities. Contractors shall comply with guidance provided in the latest edition of the Department of Labor (DOL) publication, Office of Management and Budget (OMB) No. 1220-0029, "Recordkeeping Guidelines for Occupational Injuries and Illnesses."

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- c. Recording and Reporting Work-Related Damage or Loss of Property and Vehicles Due to Accidents.
- (1) DOE elements and DOE contractors shall record and report estimated loss or damage to DOE property or other property amounting to \$5,000 or more, or estimated costs of \$5,000 or more for cleaning (including decontamination), renovating, replacing, rehabilitating structures, equipment, or property.
  - (2) Estimated damage of \$1,000 or more that involves Federal Government-owned, -rented, or -leased vehicles or privately owned vehicles operated while on official business shall be considered a "recordable case" and shall be reported.
  - (3) Excluded are commercial rental motor vehicles and private motor vehicles used for short periods of time (1 to 14 days) by employees on official travel status, and on which mileage records are not kept.
  - (4) Work-related property and vehicle damage or loss shall be recorded on DOE F 5485.3 and reported by each DOE office and DOE contractor; completed forms shall be submitted in accordance with paragraph 2e, below.
  - (5) The effective date of the revised reporting threshold for property and vehicle damages in this paragraph is 1-1-96. Prior to that date, the thresholds for reporting property and vehicle damages are to remain at \$1,000 and \$500, respectively, to ensure a uniform reporting basis within each year.
  - (6) Guidelines governing loss estimation and criteria for determining property valuation are in Appendix C.
- d. Reporting Subcontractor Accident Information Contractors shall report accident information (DOE forms 5484.3 and 5484.4) for subcontractors who perform work on DOE-owned or -leased facilities. DOE F 5484.4, "Tabulation of Work-Hours, Vehicle Usage, and Property Valuation," should be submitted only for subcontracts with more than \$10,000 in estimated cost. All recordable injuries or illnesses must be reported on DOE F 5484.3, regardless of the cost of the subcontract.